

NASA-LaRC SAFETY NEWSLETTER

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NEW / TRANSFER EMPLOYEE SAFETY ORIENTATION REVIEW SHEET

As new or transfer employees enter facilities, supervisors should review basic safety procedures. The following serves as a guide for facility familiarization.

Safety

- 1- Review hazardous elements specific to job (chemicals; discuss exposure potential and effects of overexposure, extreme heat, machinery, etc.) including the Hazard Communication program and use of MSDS.
- 2- Review engineering controls designed into operation (guards, exhaust, ventilation, hoists, lifts, etc.).
- 3- Review administrative controls in effect (limited exposure time, rotating jobs, distance from operation, etc.).
- 4- Review applicable safe work procedures (proper lifting technique, two-man jobs, etc.).
- 5- Review use of personal protective equipment required (explain why equipment is needed).
- 6- Review the LaRC Safety Manual.
- 7- Review the Red Tag system.
- 8- Review safe operating procedures for equipment employee will be expected to use.

Fire

- 1- Review evacuation procedure in case of fire or disaster.
- 2- Identify all fire extinguishers, type of fire to be used on, and review fire extinguisher operation.
- 3- Identify all area fire alarm pull boxes.

Health

- 1- Identify medical center and services/equipment available.
- 2- Inform employee of facility person(s) to contact for safety/health questions (Facility Safety Head and Facility Coordinators).
- 3- Identify emergency response (telephone

extension # 42222).

Mishap Reporting

- 1- Review mishap reporting procedure. (Encourage employee to bring to your attention any unsafe conditions or unsafe work practices. Remember, employee input is essential to accident prevention.)
- 2- Review rights and internal assistance available with regard to workers' compensation.

FIRE EXTINGUISHER TRAINING

Facility Safety Heads and Facility Coordinators are reminded that portable fire extinguisher training is required by OSHA. This training can be scheduled with the annual Fire Safety Audit, but is available upon request. To schedule training for your facility, contact the Fire Department at extension 45756.

SMOKE DETECTORS IN THE HOME

There was a 20% drop in the deaths from residential fires during the 1980s, thanks to the use of smoke detectors, according to the U. S. Consumer Product Safety Commission. The risk of dying in a fire is twice as great in a house without a smoke detector. Two-thirds of all fire deaths occur in homes without functioning detectors.